

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: April 18, 2017

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Agreement with CDW-G for Purchase of Computers and Related Equipment

I have reviewed the above captioned agreement for form and legality. The general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Information Technology
- 2) Type of Agreement – Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – “Piggyback” exemption
- 4) Term of Contract
 - a) initial – These are one-time purchases. The vendor will pass on to the City the manufacturers’ standard warranties.
 - b) renewals (if any) -
 - c) who exercises option to renew -
- 5) Contract Amount – \$138,949 for the initial purchase, with additional purchases contemplated later in FY 2017. The total amount will not exceed \$200,000.
- 6) Termination rights – For cause only.
- 7) Indemnity/Insurance Requirements – The vendor will indemnify the City and provide insurance.
- 8) Scope of Services – The vendor will sell computers and related equipment to the City.
- 9) City’s prior experience with Vendor (if any) – No.
- 10) Other significant provisions – None.

cc: Wazir A. Ishmael, Ph.D., City Manager